

**PARKS MANAGER***Class Definition*

Under general direction, plans, organizes, directs, and controls the day-to-day activities of the Parks Division.

*Distinguishing Characteristics*

The Parks Manager, a division head, is responsible for directing the day-to-day activities of the Parks Division of the Parks, Recreation and Community Services Department. The incumbent implements general policy directives for the City's parks\* development and maintenance programs. The incumbent reports to and receives direction from the Assistant Director of Parks, Recreation and Community Services. This is an unclassified position in which the incumbent serves at the will of the Parks, Recreation and Community Services Director.

*Typical Tasks*

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Plans, organizes, directs, and controls the activities of the Parks Division.

Directs administrative, technical, and supervisory personnel in the development, maintenance, and improvement of metropolitan and neighborhood parks and facilities, street trees, traffic divider islands, public grounds, and a variety of planted areas.

Develops general divisional policies for the operation, maintenance, and development of various parks programs.

Assesses community needs and requirements, and recommends expansion of, or adjustments to the parks program to the Parks, Recreation and Community Services Director.

Directs the propagation and maintenance of trees and ornamental plants and the maintenance of assigned automotive and other mechanical equipment.

Inspects and generally supervises work done by private contractors for the City.

Prepares, reviews, analyzes, and administers both annual operating and capital improvement budgets for all programs of the division.

Coordinates the parks program with community beautification programs, recreation activities, and school needs.

Participates in intra-City and inter-agency committee work as directed by the Assistant Parks, Recreation and Community Services Director.

Performs related duties as required.

*Knowledge, Abilities, and Skills*

Thorough knowledge of the principles and practices of parks management, including considerable knowledge of forestry, horticulture, and landscaping.

Some knowledge of the basic principles and practices of civil engineering as applied to park development, maintenance, and construction activities.

Thorough knowledge of the materials, equipment, methods, and practices essential to the construction and maintenance of parks and related facilities.

Considerable knowledge of modern municipal management and public administration, including current budgetary and fiscal operations and controls.

Knowledge of seeds, fertilizers, soil analysis, trees, shrubs, flowers, sprinkler systems, water features, and their maintenance.

Ability to plan, organize, coordinate, and direct the activities of personnel involved in a widely varied program of park services.

Ability to establish and maintain cooperative working relationships with employees, other city departments, City officials, civic organizations, and the public.

Ability to communicate effectively, verbally and in writing.

*Minimum Qualifications*

Graduation from an accredited college or university with a Bachelor\*s Degree in horticulture, landscape architecture, or forestry, supplemented by courses in public administration, and three years of management and administrative experience in a public parks program. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

*Necessary Special Requirements*

Possession of a valid California Driver\*s License at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Personnel

DATE: \_\_\_\_\_

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